MD of Willow Creek

EMPLOYMENT OPPORTUNITY

Senior Development Officer

Permanent, Full-Time | 40 hours/week

The Municipal District of Willow Creek No. 26 is seeking an experienced, practical and service-oriented Senior Development Officer to join its Planning and Development team.

This position offers the opportunity to work on varied and sometimes complex land-use files while helping landowners, applicants and communities navigate municipal development processes clearly, consistently and fairly. The Senior Development Officer will play a key role in the department's succession plan.

Key Responsibilities

- Review, process and decide development permit applications within delegated authority
- Interpret and apply the Municipal Government Act, Land Use Bylaw, statutory plans and municipal policies
- Prepare professional reports and recommendations for the Municipal Planning Commission, Council and appeal bodies
- Conduct site inspections, investigate land-use complaints and support compliance and enforcement
- Coordinate reviews with internal departments, safety codes agencies and external partners
- Mentor Development staff and contribute to continuous improvement and succession planning

Qualifications

- Degree or diploma in planning, geography, land-use planning, public administration or related discipline (or equivalent combination of education and experience)
- Minimum four years of progressively responsible municipal planning and development experience, preferably in a rural or small-municipality setting
- Demonstrated experience interpreting the Municipal Government Act, planning legislation, statutory plans and land-use bylaws
- Strong written, verbal, presentation and customer-service skills; sound judgment and attention to detail
- Proficiency with Microsoft 365, permit-tracking systems and GIS/mapping tools
- Valid Alberta Class 5 driver's licence and ability to travel throughout the municipality

Assets: Registered Professional Planner (RPP) designation or progress toward it; Applied Land Use Planning credential; experience with rural residential, agricultural, aggregate, renewable energy or industrial development; demonstrated experience mentoring and supervising staff.

Location: MD Administration Office, 273129 Secondary Highway 520 West, Claresholm, Alberta (travel throughout the municipality required).

Compensation: Competitive salary based on qualifications and experience. Salary range of $90,000-$115,000. Comprehensive benefits package including participation in the Local Authorities Pension Plan.

The full position description may be viewed on the MD of Willow Creek website at www.mdwillowcreek.com.

How to Apply

Please submit a cover letter, resume and three references describing how your education and experience meet the requirements of the position to:

Human Resources
Municipal District of Willow Creek No. 26
Email: **chisholm@mdwillowcreek.com**
Subject: Senior Development Officer

Applications will be reviewed as received. The competition will remain open until a suitable candidate is selected. Only applicants selected for further consideration will be contacted.

The Municipal District of Willow Creek thanks all applicants for their interest.